EarlyON Child and Family Centres

Instructions on Completing the 2020 Financial Statements Submission in EFIS 2.0

PURPOSE

The Financial Statements submission for EarlyON Child and Family Centres serves to identify the level of services provided and the associated expenditures and revenues for the reporting period. The reporting period is from **January 1, 2020 to December 31, 2020**.

REMINDER

Please ensure that you have selected **P2021FIS** file from the home page.

Once the **P2021FIS** application has been selected, please note that **at the start of each new reporting cycle** in EFIS 2.0, a **one-time set up** process is required prior to commencing your reporting.

1. Under FILE →Select Preferences
2. Select Financial Reporting → Click Setup Members
3. Select "P2021FIS_Planning_Main" from the "Database Connection" drop-down
4. Click Refresh
5. Toward the bottom of the window, using the drop-down menu, set the "Display Member Label as: "**DEFAULT"**
6. Click on Apply and OK.

Please note that there are no file-naming requirements for submissions completed in EFIS 2.0. In order to submit your file, simply promote your "Recipient Working Version" to "Recipient Active Version" status. Refer to Step 12 for more details.

REPORTING IN EFIS 2.0

The Financial Statements submission is arranged into the following categories:

1. **Submission Input and Query**

a) **Inputs and Results**: This section is comprised of all of the schedules that must be completed in order to file the submission to the Ministry.
b) **Reports:** Selecting a report allows you to print schedules, export data into excel, and save schedules as PDF files in a report format.
c) **Validation Formats:** Validation formats are summarized for each schedule, i.e. Validation forms provide a detailed explanation of each cell within a schedule as to what are the allowable inputs for the relevant schedule.

2. **Submission Management**

a) **Version Description and Summary:** This area lists all of the different versions of your file and the applicable notes.

b) **Copy Data to Recipient FA Viewable Version:** This function allows you to make a copy of your submission so that your Financial Analyst (FA) can view your submission.

c) **Validate and Promote for Approval:** All entered data in the submission is validated and once all errors and warning are corrected, the file can be promoted for approval.

SUGGESTED ORDER OF ENTRY

It is recommended that the submission is completed in the order in which the schedules are listed under the "Input and Results" section. **Please also ensure that the "Guideline Adherence Confirmation Schedule" is completed.** Once all the schedules have been finalized, the Recipient Active Version of the following schedules must be printed from the "Reports" section, signed, and uploaded to the Ministry through Transfer Payment Ontario (TPON), please refer to Step #12 - Submission Management for details:

- Certificate,
- EarlyON – Expenditures,
- Indigenous-led Child and Family Programs – Expenditures **(if applicable)**, and
- Entitlement Summary

STEPS FOR COMPLETION

The following steps will guide you in completing your Financial Statements submission.

STEP # 1: EARLYON - DATA ELEMENTS

PURPOSE

This schedule captures information on data elements related to EarlyON Child and Family Centres.

HOW TO COMPLETE

In EFIS 2.0, under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:
"EarlyON – Data Elements"

Report the following data elements regarding the delivery of EarlyON Child and Family Centres:

Child and Family Centres – Service Data:

- Number of new EarlyON Child and Family Centre sites
- Number of EarlyON Child and Family Centre sites
- Number of purchase of service agreements for EarlyON Child and Family Centres
- Number of children served
- Number of visits made by children
- Number of parents or caregivers served
- Number of visits made by parents or caregivers

Mandatory Core Services and Customized Community Connections:

- Number of Full Time Equivalency (FTE) program staff
- Number of FTE non-program staff (excluding data analysis and planning staff)
- Number of FTE program staff who are RECEs
- Number of FTE program staff receiving an RECE exemption excluding the grand-parenting provision
- Number of FTE program staff receiving an RECE exemption through the grand-parenting provision
- Number of service providers that have received an RECE exemption
- Confirmation that all centres are compliant with planning guidelines and that programming aligns with HDLH

Many CMSMs and DSSABs have been providing virtual EarlyON Child and Family programs to children, families and caregivers since March 2020 due to the COVID-19 outbreak and have been tracking data regarding participation levels. Please see table below for updated definitions of EarlyON data elements. The updated definitions offer the opportunity to include virtual data (if tracked in 2020).

EarlyON Data Element	Definition to guide reporting of both in-person and virtual programs in EFIS
# of children served	Number of children aged 0-6 that received services at some point during the calendar year. (e.g. counted once for being served in an early learning activity either in-person or through a virtual program). E.g. If 4-year old John participated in both an in-person and virtual EarlyON Child and Family program in 2020, John would be counted once. If John only participated in a virtual program in 2020, John would be counted once.
# visits by children	Total number of visits that children 0-6 made to an EarlyON Child and Family Centre both in person and/or virtual (count each time a child attended an in-person and/or virtual program that was designed to engage children in an early learning activity)
# of parents / caregivers served	Number of parents / caregivers who actively participated in an in-person or virtual program either with their children or separately. (count unique parents/caregivers served once in a calendar year for in-person and/or virtual). E.g. If the parent of 4-year old John participated in both an in-person and virtual EarlyON Child and Family program in 2020, the parent would be counted once. If the parent only participated in a virtual program in 2020, the parent would be counted once.
# of visits by parents /caregivers	Total number of visits by parents / caregivers who were served through an in-person and/or virtual program (count each time a parent/caregiver attended an in-person and/or virtual program that was designed to engage parents/caregivers with their children or separately).

*TIP: Data elements in these schedules are required to be entered with no decimal places. The exceptions to this rule are as follows:

- The Number of FTE can be entered with 2 decimal places.
- For confirmation that all centres are compliant with planning guidelines and that programing aligns with HDLH, please select an answer using the drop-down menu.

STEP # 2: EARLYON - STAFFING

PURPOSE

This schedule collects data regarding the salaries and benefits for individuals who support EarlyON Child and Family Centres in the delivery of mandatory core services and customized community connections. This schedule also collects data regarding the number of staff, full-time equivalency (FTE), as well as salaries and benefits of individuals who support EarlyON Child and Family Centres in Child Care and Early Years Planning and Data Analysis Services (CCEYP and DAS) activities.

Please note that staffing expenditures for EarlyON Child and Family Centres that are entered in this schedule should be net of federal supports received by EarlyON Child and Family Centres as part of Canada's COVID-19 Economic Response Plan.

Salaries/wage top-ups funded through ELCC should be excluded from this schedule and reported in Section 6 of the EarlyON-Expenditures schedule. Please refer to Step #4 for how Salaries/Wages top-up using ELCC funding should be reported.

While all staffing expenditures entered in this schedule should be net of federal supports, for CCEPY/DAS staff directly employed by the CMSM/DSSAB and where federal supports were also received by the CMSM/DSSAB for these staff, please report their gross expenditures in this schedule and include the related federal supports under other offsetting revenues in Section 5 of the EarlyON-Expenditures Schedule.

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:
"EarlyON – Staffing"

Complete the Mandatory Core Services tab for EarlyON Child and Family Centres:

- **Salaries and Benefits Total:**
  - Salaries include the following: payments to all full-time, part-time, temporary, occasional, summer or other employees. Included in this account line are premium pay, overtime pay, vacation pay, and other direct monetary compensation paid to employees. Benefits include mandatory benefits (e.g. CPP, EI, and EHT), benefit plan costs (e.g. ADD, LTD, extended health, dental) as well as other benefits (e.g. WSIB, maternity top-up). **Please report the aggregate of salaries and benefits.**

Complete the CCEYP and DAS tab for EarlyON Child and Family Centres:

- **Description of Program Staff**: Enter the Title/Position

- **Number of Staff:** Enter the number of individuals in the position(s) described.
    - A **whole number** is required to designate an individual whether he/she is full-time or part-time

- **Full-Time Equivalency (FTE):**
    - See below for an FTE calculation example

- **Salaries:**
    - Salaries include the following: payments to all full-time, part-time, temporary, occasional, summer or other employees. Included in this account line are premium pay, overtime pay, vacation pay, and other direct monetary compensation paid to employees. **Ensure that you have not included benefits in this column.**

- **Benefits (total per program for all staff listed):**
    - This line includes mandatory benefits (e.g. CPP, EI, and EHT), benefit plan costs (e.g. ADD, LTD, extended health, dental) as well as other benefits (e.g. WSIB, maternity top-up). **Benefits are reported in aggregate in the "Benefits Subtotal" column.**

- **Program Staff – Supply & Relief:**
    - Enter the total sum of expenditures for supply and relief purposes for program staff. Examples of expenditures to be included in this line are wages for supply and relief staff.

FULL-TIME EQUIVALENCY (FTE) CALCULATION

FTE = (# hours worked during the year) / (35 hours / week X 52 weeks)

For example, if a part-time staff works for 15 hours every week, the FTE = **0.43 FTE** (15 hours X 52 weeks)/ (35 hours X 52 weeks)

NOTE: In deciding if staff should be reported in this schedule or the "EarlyON - Administration Staff" schedule, ask yourself the following question:

"Would the position still exist if delivery of mandatory core services and customized community connections and/or CCEYP/DAS for EarlyON Child and Family Centres ceased?"

If the position would continue to exist, report the position in the "EarlyON – Administration Staff" schedule, otherwise report it in the "EarlyON - Staffing" schedule.

*TIP: An error message will result if the FTE of staff reported exceeds the number of staff entered, per line. Please note that **ALL** error messages will need to be cleared in order to promote your submission to active.

STEP # 3: EARLYON - ADMINISTRATION STAFF

PURPOSE

This schedule collects data regarding the number of staff, the full-time equivalency (FTE) of staff, as well as salaries and benefits of individuals who provide **administrative support** to EarlyON Child and Family Centres.

Any administration costs that can logically be assigned to administering EarlyON Child and Family Centres are considered administration costs. This is the schedule where staffing charge backs from central departments (e.g. IT, HR, Finance, etc.) should be included. Where possible, the number of staff and FTE for these charge back costs should also be provided in this schedule.

Where CMSMs and DSSABs received federal supports for these administrative staff, please report gross expenditures in this schedule and include federal supports received under other offsetting revenues in Section 4 of the EarlyON-Expenditures Schedule.

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:
"EarlyON – Administration Staff"

Please follow the same steps as those identified in Step 2 to report the number of staff, the FTE and the salary and benefit costs.

NOTE: In deciding if staff should be reported in this schedule or the "EarlyON – Staffing" schedule, ask yourself the following question:

"Would the position still exist if delivery of mandatory core services and customized community connections and/or CCEYP/DAS for EarlyON Child and Family Centres ceased?"

If the position would continue to exist, report the position in the "EarlyON – Administration Staff" schedule, otherwise report it in the "EarlyON – Staffing" schedule.

*TIP: An error message will result if the FTE of staff reported exceeds the number of staff entered, per line. Please note that **ALL** error messages will need to be cleared to promote your submission to active.

STEP # 4: EARLYON - EXPENDITURES

PURPOSE

This schedule captures information on gross expenditures and revenue streams for EarlyON Child and Family Centres. Please report expenditures for the full calendar year including expenditures incurred during the following COVID-19 periods:

- Closure Period (March 17 to June 11)
- Summer Reopening Period (June 12 to August 31)

Please note that expenditures entered should be net of federal supports received by EarlyON Child and Family Centres as part of Canada's COVID-19 Economic Response Plan. If there are any questions, please feel free to reach out to your assigned Financial Analyst.

Where CMSMs and DSSABs themselves received federal supports related to EarlyON Child and Family Centres, please report gross expenditures and include federal supports received under other offsetting revenues.

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:
"EarlyON - Expenditures"

The "EarlyON – Expenditures" schedule is broken down into five sections as follows:

- **Section 1: Operating: Mandatory Core Services and Customized Community Connections**
- **Section 2: Professional Learning and Capacity Building**
- **Section 3: Child Care and Early Years Learning Planning and Data Analysis Services**
- **Section 4: Administration Expenses**
- **Section 5: Offsetting Revenues**
  Section 6: Salaries/Wages top-up funding using ELCC (see Note 1)

Note 1 – For 2020, Section 6 has been added for **Salaries/Wages top-up funded using ELCC**. Please report the expenditures incurred for Salaries/Wages top-up using ELCC during the COVID-10 periods outlined above (i.e. Closure Period and Reopening Period) in this section of the schedule only. Salaries and Wages top-up funded using ELCC **should not be included** in the Staffing Schedules in Steps #2 and #3.

Please note that the Salaries/Wages top-up expenditures reported in the EarlyON-Expenditures schedule should match the top-up amount for EarlyON that was confirmed in the closing email from your Financial Analyst upon completion of the 2020 reconciliation process for Closure and Summer Reopening period.

The sections are further broken down into different categories. Report gross expenditures in the appropriate categories for EarlyON Child and Family Centres.

Gross Expenditures

Gross expenditures are defined as **total expenses** regardless of whether the funding is provided by the Ministry, municipal contributions, or other offsetting revenues. All expenditures for EarlyON Child and Family Centres, **irrespective of the funding source**, must be included in this schedule.

Expenditures (excluding salaries and benefits) incurred during the COVID-19 periods outlined above (i.e. Closure Period and Summer Reopening Period) that are in accordance with the parameters provided for each period should be reported in the EarlyON-Expenditures schedule. Salaries and benefits should be reported in the EarlyON-Staffing schedule, please see Step #2. Where there is no specific line for a particular expenditure, these expenditures can be included as part of the Other Expenses – Operational line under the section Mandatory Core Services and Customized Community Connections. Some examples of these expenditures are included, but not limited to the below.

- Operating funding to provide virtual EarlyON programming (excluding salaries/benefits for staff)
- Property Tax
- Mortgage Payment
- Insurance
- Vehicle Lease/Financing Costs (for vehicles used to transport children)
- Loan Interest Payments
- Other expenditures included and approved as part of the EarlyON portion of the Closure and Reopening Period Reporting Budget Templates (for any questions, please contact you Financial Analyst)

As noted above, expenditures entered into the EarlyON-Expenditures schedule should be net of federal supports received by EarlyON Child and Family Centres as part of Canada's COVID-19 Economic Response Plan.

Salaries and Benefits

The salaries and benefits for mandatory core services and customized community connections program and non-program staff and CCEYP and DAS program staff are carried over from the "EarlyON – Staffing" schedule. The salaries and benefits for administration staff are carried over from the "EarlyON – Administration Staff" schedule.

Administration

Please note that the expenditure benchmark for administration is as indicated in the amended 2020 Schedule D2 (Budget Schedule) of the service agreement. Where administration expenditures, net of offsetting revenues for administration, exceeds the threshold, the administration expenses subtotal would be highlighted in red triggering a warning.

Reporting on Expenses

For other expenses related to mandatory core services and customized community connections, CCEYP and DAS, and administration, please input a description under the description column regarding the nature of the expenses. For offsetting revenues, please input revenues as negative numbers and include a description regarding the sources of the revenues under the description column.

STEP # 5: EARLYON - ENTITLEMENT

PURPOSE

The EarlyON Child and Family Centres funding entitlement is calculated in this schedule. The levels of expenditures, financial flexibility and administration maximum allowable expenditure threshold as per the policies set out in the *Ontario Child Care and EarlyON Child and Family Centres Service Management and Funding Guideline 2020* are all taken into consideration when calculating the entitlement. For 2020, while CMSMs and DSSABs are encouraged to meet the CCEYP and DAS minimum expenditure threshold, no adjustments will be made as result of not meeting the threshold. Entitlement for provincial allocation and ELCC are calculated in aggregate.

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:
"EarlyON – Entitlement"

There is no data entry required for this schedule as all the required data has been pre-loaded or is derived from other schedules within the submission. The total allocation for the EarlyON Child and Family Centres should be checked against the amended 2020 Schedule D2 (Budget Schedule) of your service agreement. Expenses found in this schedule are pulled from the EarlyON – Adjusted Gross Expenditures of the "EarlyON – Expenditures" schedule of this submission.

Total EarlyON entitlement is calculated as the lesser of the allocation and the adjusted gross expenditures presented in the "EarlyON – Expenditures" schedule. Administration maximum allowable expenditure is as noted in the amended 2020 Schedule D2 (Budget Schedule). Minimum CCEYP and DAS expenditure threshold has been eliminated for 2020.

For Ministry use, entitlement is shown separately as total provincial entitlement and total ELCC entitlement. Adjusted gross expenditures are applied against provincial allocation before ELCC allocation. For a summary of your total entitlement please refer to the Entitlement Summary schedule.

STEP # 6: INDIGENOUS-LED CHILD AND FAMILY PROGRAMS – SERVICE DATA *(if applicable)*

PURPOSE

This schedule captures information on data elements related to approved Indigenous-led Child and Family programs and approved Indigenous-led Joint Child Care and Child and Family programs.

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:
"Indigenous-Led Child and Family Programs – Service Data"

Data elements on this schedule are only required to be entered for approved Indigenous-led Child and Family programs and approved Indigenous-led Joint Child Care and Child and Family programs. Approved Indigenous-led Child and Family programs are those shown in Schedule D3 of your service agreement under the type "Child and Family Program(s)". Approved Indigenous-led Joint Child Care and Child and Family programs are those shown in Schedule D3 of your service agreement under the type "Child and Family Program(s), Home Child Care Agency(s)", "Child and Family Program(s), Licensed Child Care Centre(s)" or "Child and Family Program(s), Home Child Care Agency(s), Licensed Child Care Centre(s)". The names of the approved projects have been preloaded under the Description column in the respective tabs.

In the EarlyON tab, report the following data elements regarding the delivery of each of the preloaded Indigenous-led Child and Family programs:

- Number of Child and Family Centre Sites
- Number of purchase of service agreements for Child and Family Centres
- Number of children served*
- Number of visits made by children*
- Number of parents or caregivers served*
- Number of visits made by parents or caregivers*

*Please refer to the updated data element definitions table in Step #1.

The Joint tab has been preloaded with approved Indigenous-led Joint Child Care and Child and Family programs. Please only report the data elements related to the Child and Family Centre(s) for each of the joint projects in this tab.

*TIP: Data elements entered in a row without preloaded project description will be highlighted in red triggering an error in the row. Please note that **ALL** error messages will need to be cleared to promote your submission to active.

STEP # 7: INDIGENOUS-LED CHILD AND FAMILY PROGRAMS – EXPENDITURES *(if applicable)*

PURPOSE

This schedule captures information on gross expenditures and revenue streams for approved Indigenous-led Child and Family Programs.

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:
"Indigenous-led Child and Family Programs – Expenditures"

The names of the approved Indigenous-led Child and Family programs have been preloaded along with their respective allocations for operating and capital. Report the gross expenditures and offsetting revenues in the appropriate categories for each preloaded program.

Gross Expenditures

Gross expenditures are defined as **total expenses** regardless of whether the funding is provided by the Ministry, municipal contributions, or other offsetting revenues. All expenditures related to Indigenous-led Child and Family programs, **irrespective of the funding source**, must be included in this schedule.

Administration

The 10% limit on the administration expenses is calculated after applying administration offsetting revenues to the administration expenses. If 10% limit has been exceeded, the admin expenses subtotal would be highlighted in red triggering a warning.

Reporting on Expenses

For offsetting revenues, please input revenues as negative numbers and include description regarding the sources of the revenues under the description column on the far right.

*TIP: Expenditures and offsetting revenues entered in a row without preloaded project name or allocations will result in operating or capital totals being highlighted in red triggering an error in the row. Please note that **ALL** error messages will need to be cleared to promote your submission to active.

STEP # 8: INDIGENOUS-LED CHILD AND FAMILY PROGRAMS – ENTITLEMENT *(if applicable)*

PURPOSE

The funding entitlement is calculated in this schedule. The levels of expenditures, financial flexibility and administration maximum allowable expenditure threshold are all taken into consideration when calculating the entitlement.

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:
"Indigenous-Led Child and Family Programs – Entitlement"

There is no data entry required for this schedule as all the required data has been pre-loaded or is derived from other schedules within the submission. The allocations for the approved Indigenous-Led Child and Family Programs should be checked against Schedule D3 of your service agreement. Expenses in this schedule are pulled from the Adjusted Gross Expenditures of the "Indigenous-Led Child and Family Programs – Expenditures" schedule of this submission.

The entitlement for each program is calculated as the lesser of the allocation and the adjusted gross expenditures presented in the "Indigenous-Led Child and Family Programs – Expenditures" schedule. Administration maximum allowable expenditure is capped at 10 percent of the total operating allocation for the program. There is flexibility between one-time operating and ongoing operating expenditures. There is no flexibility between operating and capital expenditures nor can funding be transferred between approved programs.

*TIP: If 10% limit has been exceeded for administration maximum allowable expenditures, the Indigenous-Led Child and Family Programs - Admin Total cell will be highlighted in red triggering a warning.

STEP # 9: ENTITLEMENT SUMMARY

PURPOSE

This schedule provides a summary for the total EarlyON Child and Family Centres funding entitlement and the total Indigenous-Led Child and Family programs funding entitlement, if applicable.

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:
"Entitlement Summary"

There is no data entry required for this schedule as all the required data is derived from other schedules within the submission. The EarlyON Child and Family Centres entitlement is pulled from the "EarlyON – Entitlement" schedule. The Indigenous-Led Child and Family programs entitlements are pulled from the "Indigenous-Led Child and Family Programs – Entitlement" schedule.

STEP # 10: GUIDELINE ADHERENCE

PURPOSE

This section requires that your entity attest that it is in compliance with the service agreement in effect with the Ministry. Your entity must also attest that the expenditures have been used for supporting EarlyON Child and Family Centres and approved Indigenous-Led Child and Family programs (if applicable) as detailed in this submission.

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:
"Guideline Adherence"

- Please read the warning on guideline adherence and confirm whether or not your submission is in compliance by selecting "YES" or "NO". A selection must be made in order to promote your file to active status.

- Next, please enter under **"Contact Person"** the contact information of the individual who is best able to answer any questions in regard to the information entered in this submission. Should your Financial Analyst have any questions pertaining to this submission, this is the person your Financial Analyst will be contacting.

- Under **"Signing Authorities 1"** and **"Signing Authorities 2"**, enter the contact information of 2 individuals who have the authority within your entity to bind the financial information entered in this EFIS submission to the Ministry. Examples of signing authorities are: Manager of Finance, Finance Director, Council Member, member of the Board of Directors, President, etc.

STEP # 11: WARNINGS AND ERRORS

PURPOSE

This section of the Financial Statements submission allows your entity to correct any inconsistencies prior to activating the submission.

HOW TO COMPLETE

Under SUBMISSION INPUT AND QUERY → INPUT AND RESULTS, select:
"Warnings" and "Errors"

- Select "Warnings" and follow-up on all items where a "YES" cell is highlighted in **red** and provide an explanation in the Warning Explanation column in order to promote the file to active.

- Select "Errors" and if there is a "YES" cell highlighted in **red** at the top, there is an error that must be cleared within the submission. Please identify the error listed in this schedule and correct the error by referring back to the specific schedule. A definition of the error is provided in the description column.

*TIP: Your submission cannot be promoted to "ACTIVE" status until ALL error messages have been addressed and cleared.

STEP # 12: SUBMISSION MANAGEMENT

PURPOSE

The submission management area will allow you to validate your file and promote it for submission to the Ministry.

HOW TO COMPLETE

Under **"Submission Management"** select Submission Management and expand the folder by clicking on the **"+"** sign. The folder will expand and reveal 3 task boxes:

1. **Version Description and Summary:** This area allows you to manage the various versions of the file. Ensure the correct data is populated into the "Recipient Working Version" as this will be the file submitted to the Ministry. Enter a description to the Recipient Working Version by clicking on the field, entering text, and clicking the Save button.

2. **Copy Data to Recipient FA Viewable Version:** This process is optional and can be used if you need your Financial Analyst (FA) to review your data in the Recipient Working Version. It will copy all of your data from the "Recipient Working Version" into the "Recipient FA Viewable Version." To complete this process, **choose 'Yes'** from the drop-down menu under "Are you sure you want to replace all data in FA Viewable Version?" and click the Save button.

3. **Validate and Promote for Approval:** The process to validate and promote submission for approval is as follows:
   - Click on the file name under the header: "Planning Unit"
   - Click on "Actions"
   - Select "Validate"; if the sub-status column shows "Invalid Data", you must click on "Invalid Data" and correct the listed errors. If the sub-status column shows "Validated", proceed to the next step ****Please ensure that you click on the actual file name under "Planning Unit" and that it is physically selected.**
   - Click on "Actions"
   - Click on "Change Status" and select **"Promote"**
   - Click on "Ok"
   - The submission is promoted and flagged for the Approver. The file is now "read only" for the Modifier and the Modifier can no longer enter/edit data in the file.
   - The **Approver** will then log into EFIS, review, and change the status to "Approve" to submit the EFIS file to the Ministry.

Reporting

After completing all the steps, the data in the Financial Statement Report submission file should be complete.

You are now required to submit the following **REPORTS** (scanned) of the following sections of your **"ACTIVE"** 2020 Financial Statements submission in EFIS 2.0:

- Certificate,
- EarlyON – Expenditures,
- Indigenous-Led Child and Family Programs – Expenditures **(if applicable)**, and
- Entitlement Summary

(To print the reports, under: **SUBMISSION INPUT AND QUERY** → select: **REPORTS** and then click on the report you wish to print.)

To support our burden reduction efforts, new to this reporting cycle, supporting materials should be uploaded to the ministry through a new feature that has been introduced in the TPON portal. Please refer to the instructions on uploading documents to TPON that has been provided as part of this financial reporting package.

The reports for the Certificate, EarlyON – Expenditures, Indigenous-Led Child and Family Programs – Expenditures (if applicable) and Entitlement Summary must be printed from the "ACTIVE" EFIS submission. They must be signed by 2 members of your entity who have signing authority. Please upload the signed reports to the Ministry through TPON.

Once a submission is promoted to "Active" status, your entity has formally submitted its 2020 Financial Statements submission in EFIS 2.0 to the Ministry of Education.

Assistance with EFIS 2.0

For user and/or navigation assistance on EFIS 2.0, please contact:

EFIS Technical Support
Telephone: (416) 326-8307
E-mail: efis.support@ontario.ca

For data input assistance, please contact your Financial Analyst:

Financial Analyst	Telephone #	E-mail Address
Adrienne Holtby	647-281-4691	mailto:Adrienne.Holtby@ontario.ca
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